



Note: If you are carrying a balance on your office credit cards, list the minimum payments below. If you use the credit cards for other expenses detailed in this worksheet and pay it off in full each month, list the expenses in the other sections provided and do not include them here.

5. Insurance Coverage	Malpractice/Professional Liability	\$
	Work Comp	\$
	Group Health	\$
	Disability	\$
	Employment Practices Liability	\$
	General Liability	\$
	Property Insurance	\$
	Cyber Liability	\$
	Auto	\$
	Insurance - other	\$
	Insurance - other	\$
	Insurance - other	\$
	Insurance - other	\$
	TOTAL	\$
6. Outside Services	Accountant	\$
	Lawyer/Legal Services	\$
	HR Services	\$
	Cleaning Service	\$
	Dry Cleaning & Laundry	\$
	Hazardous Waste Disposal	\$
	Payroll Service	\$
	Temporary Help Agencies	\$
	IT Support	\$
	Patient Retention/Confirmation Service	\$
	Lawn/Landscaping Services	\$
	Practice Management Software Support & Training	\$
	Answering Service	\$
	Insurance Filing/Verification Service	\$
	Outside Service - other	\$
	Outside Service - other	\$
	TOTAL	\$
7. Utilities & Services	Gas & Electric	\$
	Water	\$
	Sewer/Garbage	\$
	Cable/Internet	\$
	TOTAL	\$
8. Phones	Practice Phone Bill	\$
	Cell phone(s)	\$
	Pager service	\$
	Phone/messaging systems - other	\$
	Phone/messaging systems - other	\$
	Phone/messaging systems - other	\$
	TOTAL	\$
9. Dues - Professional Associations & Societies	ADA Dues (include additional moneys paid above yearly members dues)	\$
	AGD Dues	\$
	County Association Dues	\$
	City Association Dues	\$
	Dues - other	\$
	Dues - other	\$
	Dues - other	\$
	Dues - other	\$
	TOTAL	\$

10. Licensing

Business license	\$
Controlled Substance license	\$
DEA license	\$
Licensing - other	\$
Licensing - other	\$

TOTAL

11. Subscriptions & Recurring Payments

[illegible]

TOTAL

12. Staff Payroll Expenses

[illegible]

	Other	\$
	Other	\$
	Other	\$
	Other	\$
	Other	\$
	Other	\$
	TOTAL	\$
12a. Staff Payroll related taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$
	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	STAFF PAYROLL TAXES	\$
	TOTAL PAYROLL EXPENSES	\$
13. Associate Payroll Expenses	Associate Doctor 1	\$
	Associate Doctor 2	\$
	Associate Doctor 3	\$
	Associate Doctor 4	\$
	Associate Doctor 5	\$
	Specialist 1	\$
	Specialist 2	\$
	Specialist 3	\$
	Other Associate Doctor(s)	\$
	Other Associate Doctor(s)	\$
	Other Associate Doctor(s)	\$
	Other Associate Doctor(s)	\$
	Other Associate Doctor(s)	\$
	TOTAL	
13a. Associate Payroll Taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$
	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	ASSOCIATE DOCTOR PAYROLL TAXES	\$
	TOTAL ASSOCIATE PAYROLL EXPENSES	\$
14. Owner/Doctor Compensation	Owner/Doctor/Partner 1	\$
	Owner/Doctor/Partner 2	\$
	Owner/Doctor/Partner 3	\$
	Owner/Doctor/Partner 4	\$
	Owner/Doctor/Partner 5	\$
	Owner/Doctor/Partner 6	\$
	TOTAL	\$
14a. Owner/DoctorPayroll Taxes	Company FICA*	\$
	State Unemployment (% varies by company)	\$
	Federal Unemployment	\$

	Local Taxes	\$
	Taxes - other	\$
	Taxes - other	\$
	TOTAL	
	TOTAL OWNER/DOCTOR PAYROLL EXPENSES	\$
15. Pension/Retirement Plan Contributions	Company/Plan	\$
	Company	\$
	TOTAL	\$
16. Advertising	Website Design	\$
	Website Hosting/Maintenance	\$
	Search Engine Optimization Service	\$
	Google Ad Management & Ad Spend	\$
	Facebook Ad Management & Spend	\$
	Implant Funnel Management & Spend	\$
	Mailers/Flyers	\$
	Billboards/Signage	\$
	Referral Services (1800 DENTIST, ZocDoc, etc.)	\$
	TV Ads	\$
	Radio Ads	\$
	Newspaper/Magazine Ads	\$
	Video Production Costs	\$
	Advertising - other	\$
	Advertising - other	\$
	Advertising - other	\$
	Advertising - other	\$
	TOTAL	\$
17. Public Relations & Promotions	Birthday cards	\$
	Seasonal mailings	\$
	Sponsorship of local organizations	\$
	Health Fairs	\$
	Newsletter printing & postage	\$
	Promotions - other	\$
	Promotions - other	\$
	Promotions - other	\$
	Promotions - other	\$
	Promotions - other	\$
	TOTAL	\$
18. Continuing Education	Clinical/OSHA compliance seminars & materials	\$
	Practice Management seminars and materials	\$
	Travel & accommodation expense	\$
	TOTAL	\$
19. Office Expenses	Office supplies	\$
	Stationary & envelopes	\$
	Clothing & uniform	\$
	Parking	\$
	Repairs & equipment maintenance	\$
	Entertainment & food	\$
	Postage	\$
	Office expense - other	\$
	Office expense - other	\$

	Office expense - other	\$
	Office expense - other	\$
	TOTAL	\$
20. Business Related Taxes	Tangible Personal (Business) Property Tax	\$
	Sales Tax	\$
	Taxes Other	\$
	Taxes Other	\$
	TOTAL	\$
21. Medical/Dental Supplies		\$
22. Lab Expenses		\$
23. Clear Aligner Lab Expenses		\$
24. Back Bills	Back bill	\$
Note: List any creditors you are on payment plans for. Include tax payment plans.	Back bill	\$
	Back bill	\$
	Back bill	\$
	Back bill	\$
	Back bill	\$
	TOTAL	\$
25. Expenses: Other	Other Expense	\$
Note: If anything was missed, please list it here.	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	Other Expense	\$
	TOTAL	\$

OVERHEAD & EXPENSE SUMMARY

SUMMARY	Rent & Mortgage Expenses	\$
	Lease Expenses	\$
	Loan & Lines of Credit	\$
	Credit Cards	\$
	Insurance Coverages	\$
	Outside Services	\$
	Utilities	\$
	Phones	\$
	Dues	\$
	Licensing	\$
	Subscriptions & Recurring Payments	\$
	Staff Payroll Expenses	\$

Associate Doctor Payroll Expenses	\$
Owner/Doctor Payroll Expenses	\$
Pensions/Retirement Plans	\$
Advertising	\$
PR & Promotions	\$
Continuing Education	\$
Office Expenses	\$
Business Related Taxes	\$
Medical/Dental Supplies	\$
Lab Expenses	\$
Clear Aligner Lab Expenses	\$
Back Bills	\$
Other Expenses	\$

Total Monthly Expenses	\$
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